

*Report  
Rept Inc*

3 March 1970

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MEMORANDUM FOR:  SSS

SUBJECT : Questionnaires Concerning Format and Item Content of  
Computer Reports

1. The Human Resources Staff of the SIPS project is currently analyzing the Office of Personnel's computer-based reporting system for the dual purpose of consolidating reports and making them more useful.

2. The attached questionnaires are necessary evils facilitating the analysis of our reporting system. They incorporate all of the suggestions made by individual personnel officers in a recent survey. Since it will be impossible to incorporate all changes recommended without making the reports too cumbersome to use, we are interested in determining those changes which would benefit the majority.

3. The intent of some of the questions is not always apparent, but is very important in designing the computer record and associated reports. For example: "Do you post changes to XYZ report" will indicate whether the report should be single, double, or possibly triple spaced and should be produced on paper or micro-film, etc.

4. The questionnaires should be completed by the individual or individuals in the offices who perform the functions related to the reason for the report.

5. Results of the questionnaires will be tabulated and taken into consideration when designing the new computer-based system.

6. It is requested that these questionnaires be completed and returned to OP/CD/SRB, Room 5-E-2506, Headquarters no later than 17 March 1970.

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Deputy Director of Personnel  
for  
Plans and Control